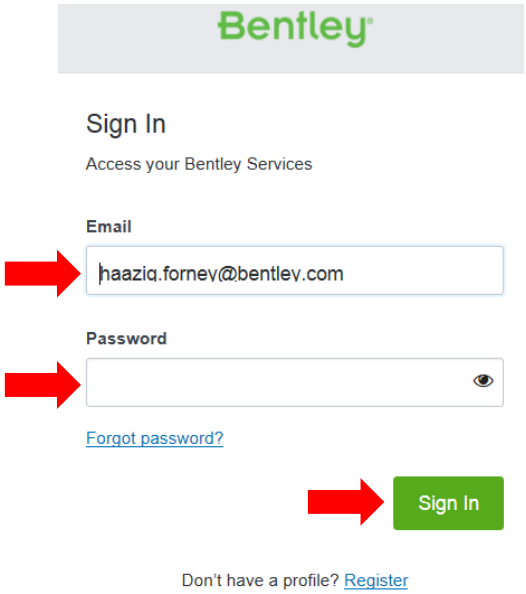
EDG QA Check Submittal

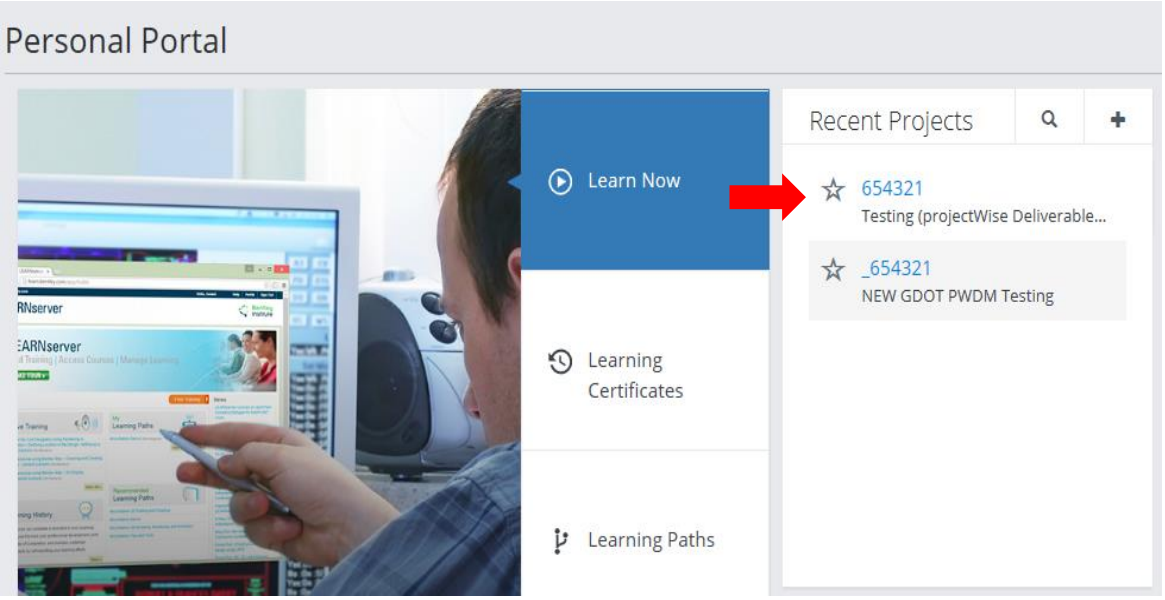
1. To access Bentley's Web portal go to https://connect.bentley.com/

   a. Enter your ***Email Address***.
   b. Enter your ***Password***.
   c. Click ***Sign In***.

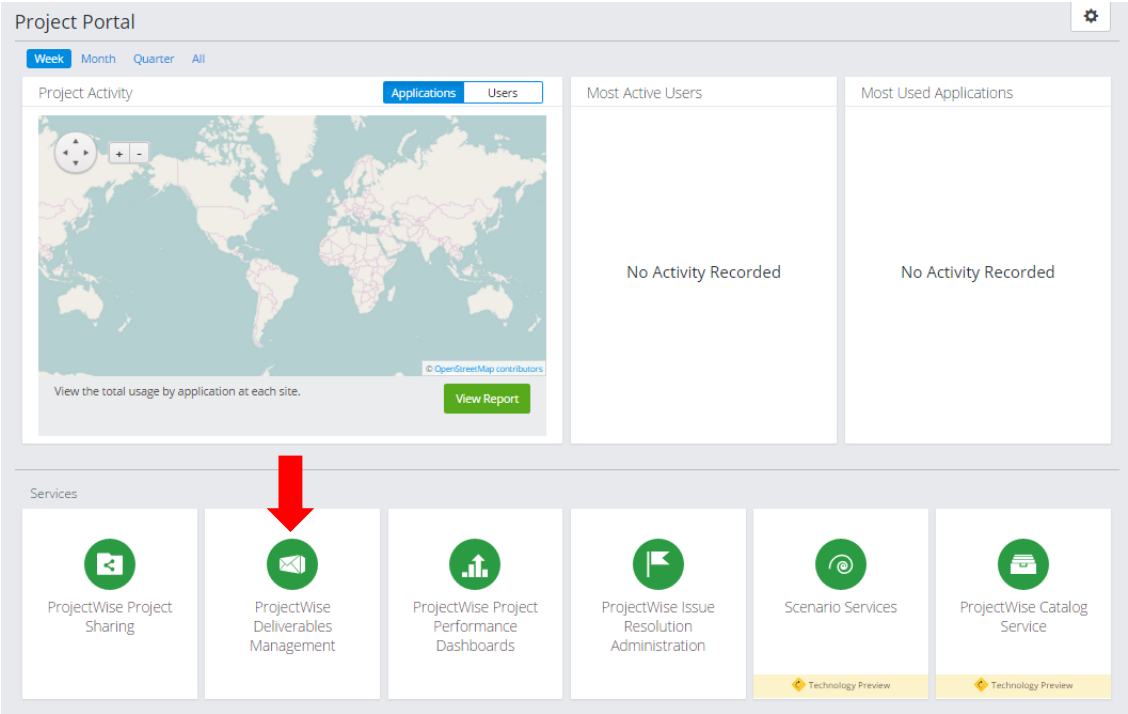


2. From ***Recent Projects***, select which CONNECTED project you want to access.

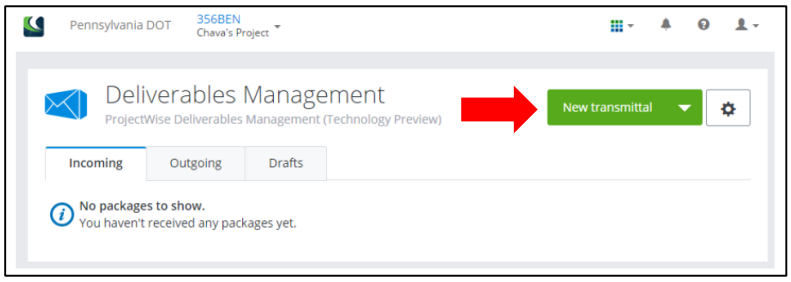
3. Click on the project to be taken to the project portal. (If the project does not appear, simply click on the Search icon to search for the project PI number.)



4. From the ***Project Portal***, click on the ***ProjectWise Deliverables Management*** module.



5. In the Deliverables Management dashboard, click ***New Transmittal***.



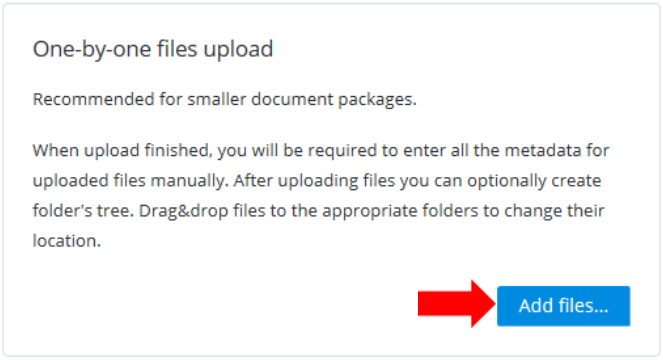
6. On the ***General*** tab, enter the following:
   a. ***Subject*** – Enter *EDG QA Check*
   b. ***Purpose*** – Select *Review* from the pull-down list
   c. ***Comments*** - Provide an overall comment about the package (Optional).
   d. ***Cover Letter*** – Either leave the default cover letter or select one from list (Optional).

7. On the ***Recipients*** tab, select which project participant you want to send this transmittal to. (Typically only one recipient is selected for an organization as a single point of contact and then they can send to other personnel within their organization for review if necessary.)
   a. Select ***Add recipients***.
   b. Select ***Show Internal*** to view internal recipients or ***External*** to view external recipients.

c. Click on a recipient, click **Add Selected**.
d. Select ***Ack*** or ***Resp*** to require recipient to acknowledge or respond or both.
e. Enter a comment for the recipient (Optional).

8. On the ***Documents*** tab,

    i. Click on **Add files…**



    ii. Select the desired files and click on **Open**.

9. On the ***Scheduling*** tab,

    a. **(OPTIONAL)** ***Select an Issue Date*** – Date you want the package issued to the recipient and set reminder date to be reminded to issue the package

    b. ***Select an Acknowledge Date*** – Date you want the package acknowledged by recipient and set reminder date to notify recipient to acknowledge package

    c. ***Select a Response Date*** – Date you want to receive response from recipient and set reminder date to be reminded to respond to the package

10. To issue transmittal package:
    a. Select ***Send for Review*** by clicking the arrow dropdown menu next to ***Issue.*** This will send the transmittal for review by internal participants. The internal reviewer will receive notification and can then ***Issue*** the package or ***Reject*** it after review.